



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0313

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LOGCOMBul 5060

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OCT 25 2005

MARINE CORPS LOGISTICS COMMAND BULLETIN 5060

From: Executive Deputy, Marine Corps Logistics Command
To: Distribution List

Subj: MARINE CORPS LOGISTICS COMMAND HEADQUARTERS FY06 EMPLOYEE
RECOGNITION CEREMONY

Ref: (a) MCO 12451.2C

Encl: (1) Sequence of Events
(2) Inclement Weather
(3) Layout of locations for Ceremony and Refreshments
(4) Layout of Team Building Events

1. Situation. Recognition of our civilian employees' achievements within the Marine Corps Logistics Command Headquarters will be celebrated at this year's Employee Recognition Ceremony. Several personal awards will be presented during the ceremony followed by refreshments and team building exercises.

2. Mission. To publish guidance and support requirements for Logistics Command's Employee Recognition Ceremony.

3. Execution

a. Commander's Intent and Concept of Operation

(1) The ceremony will be conducted in accordance with the reference and the enclosures.

(2) All military and civilian personnel of LOGCOM Headquarters are invited to attend.

(3) Dress will be casual for both military and civilian.

b. Coordinating Instructions

(1) Executive Deputy, MCLC shall serve as the Chairman of the Command Employee Recognition Program.

(2) Commanding Officer, MCLB Albany

(a) Request the field surrounding Covella Pond be mowed, edged, and trimmed a day prior to this event.

(b) Request six stick up tents be set up in accordance with enclosure (3).

(c) Request that the field and surrounding area be sprayed for insects (i.e., fire ants).

(d) Request ten port-o-lets be distributed around the ceremony grounds.

(e) Request a Public Address System be set up for this event.

(3) OIC, Naval Branch Medical Clinic. Request sufficient medical personnel to staff and set up one first aid tent and render aid as required.

(4) Ceremony Committee

(a) Provide a published list of awards and events.

(b) Provide the awards.

(c) Orchestrate the official Employee Recognition Awards Ceremony.

(5) Awards Committee

(a) Accept all nominations for the following awards categories:

Individual) 1 Diversity Contribution Award (Team and

2 Community Service Award (Team and Individual)

3 Team of the Year

4 Administrative Employee of the Year

5 Employee of the Year

6 Supervisor/Team Leader of the year (GS-13 and below, Wage Supervisor/Wage Leader)

7 Executive of the Year (GS-14/15)

8 Hall of Fame

(b) Coordinate all nomination packages and assist the panel in the selection process to determine the awards recipients.

(6) Refreshments Committee

(a) Ensure refreshments are available immediately following the ceremony.

(b) Ensure beverages are available during the team building events.

(7) Facilities Committee. Ensure that working parties are available and all facilities are properly organized to include setup and cleanup.

(8) Team Building Committee

(a) Plan all team-building events.

(b) Provide a lead for each event to orchestrate the event.

(c) Provide all equipment needed for team-building exercises (i.e., ball, bat).

(d) Determine event winners.

(e) Provide appropriate awards for every team-building event.

4. Administration and Logistics

a. The Marine Corps Logistics Command Headquarters' Employee Recognition Ceremony will commence at 1100 on Thursday, 8 November 2005 at Covella Pond. In case of inclement weather, a decision to move the ceremony will be announced no later than 0800 on 8 November 2005 and the ceremony will be at Warehouse 1131.

b. All questions concerning the ceremony will be directed to Mrs. Sandra Lemke @ 639-6509.

5. Command and Signal

a. Command. This bulletin is applicable to Marine Corps Logistics Command Headquarters Element.

b. Signal. This bulletin is effective the date signed.



MICHAEL T. MADDEN

DISTIBUTION: D, F

Copy to:
CO, MCLB Albany
OIC, Naval Branch Medical Clinic

FAIR WEATHER
SEQUENCE OF EVENTS

INVOCATION

NATIONAL ANTHEM

POST THE COLORS

REMARKS BY MAJOR GENERAL WILLIAMS

PRESENTATION OF AWARDS

RETIRE THE COLORS

REFRESHMENTS

TEAM BUILDING EXERCISES

ENCLOSURE (1)

INCLEMENT WEATHER
SEQUENCE OF EVENTS

NATIONAL ANTHEM

POST THE COLORS

REMARKS BY MAJOR GENERAL WILLIAMS

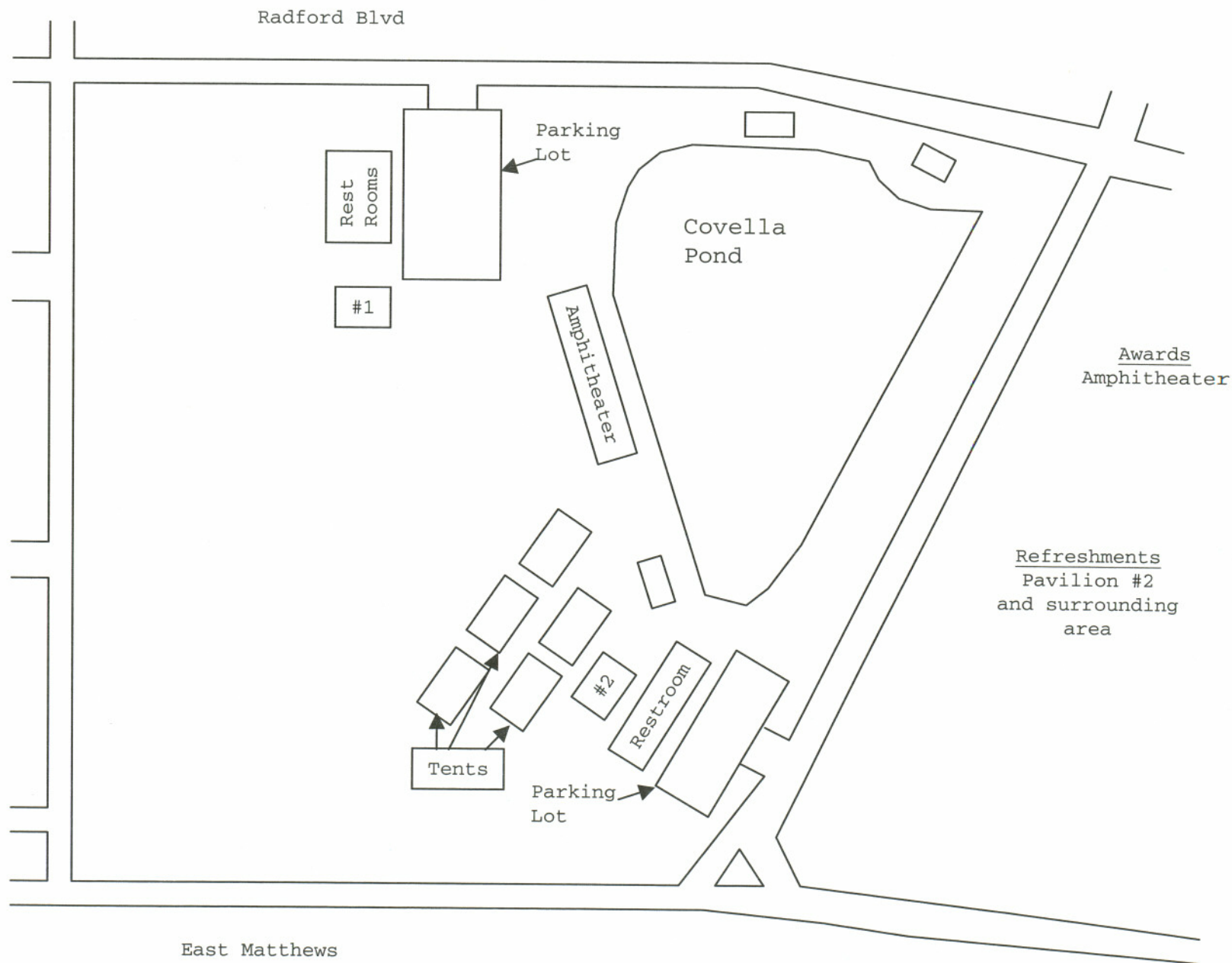
PRESENTATION OF AWARDS

RETIRE THE COLORS

REFRESHMENTS

ENCLOSURE (2)

LAYOUT OF LOCATIONS FOR CEREMONY AND REFRESHMENTS



LAYOUT OF LOCATIONS FOR TEAM BUILDING EVENTS

